



BEVERLY HILLS FIRE DEPARTMENT - FIRE PREVENTION BUREAU

Telephone: (310) 281-2703 Fax: (310) 278-8561

FPB 10 - PUBLIC ASSEMBLY APPLICATION

Public Assembly Permit Cost
\$65.00

DATE: _____

EVENT DATE: _____

NAME & ADDRESS OF ORGANIZATION: _____

EVENT PLANNER/COORDINATOR: _____

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Name Title Email Phone Number

EVENT NAME: _____

VENUE: _____

VENUE ADDRESS: _____

SPECIFIC ROOM WITHIN VENUE: _____

HOTEL CONTACT/REPRESENTATIVE _____

POSTED OCCUPANCY FOR ROOM:

_____ Dining _____ Reception _____ Theater _____ Classroom

ANTICIPATED OCCUPANCY LOAD:

_____ Guests _____ Event Staff _____ Hotel/Venue Staff _____ Technical Staff
_____ Security _____ Disability Needs

DESCRIPTION OF EVENT (e.g.: luncheon, award show, etc.): _____

START TIME: _____

END TIME: _____

Timeline if available	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Gift Bag Giveaway	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Greenroom/Backstage	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
**Hazer/Smoke Effect	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Pre/Post Screening Rooms	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
**Pyrotechnics	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Stunt/Special Effect	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Valet Parking	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A

****Fire Permit and Fire Safety Officer Required**

FLOOR PLAN(s) displaying the following:

FPB #10

☐ Aisles ☐ Audio/Visual Equipment ☐ DJ/Band ☐ Lighting

<input type="checkbox"/> Red Carpet	<input type="checkbox"/> Rope & Stanchions	<input type="checkbox"/> Platform/Temporary Stages
<input type="checkbox"/> Press Bin	<input type="checkbox"/> Bar Set-Up	<input type="checkbox"/> Silent Auction Table
<input type="checkbox"/> Seating Arrangement	<input type="checkbox"/> Buffet Tables	<input type="checkbox"/> Stage Extensions
<input type="checkbox"/> Camera Locations:	<input type="checkbox"/> Stationary	<input type="checkbox"/> Roving
<input type="checkbox"/> Registration/Check-In:	<input type="checkbox"/> Tickets	<input type="checkbox"/> Invitations

SECURITY:

<input type="checkbox"/> Crowd Control/Count	<input type="checkbox"/> Protestors	<input type="checkbox"/> Press/Media	<input type="checkbox"/> Celebrities
<input type="checkbox"/> Paparazzi			

(Please note that certain items require a Fire Code permit (identified at right))

DECORATIONS:

<u>w/an additional base cost of \$65, plus \$31 for each item)</u>				
Flame retardant required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
\$31.00 Candles	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Fire Code Permit Required
Floral Arrangements	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Displays	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
\$31.00 Vehicle Display	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Fire Code Permit Required
\$31.00 Decorations/Draperies	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Fire Code Permit Required
\$31.00 BBQ	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Fire Code Permit Required
\$31.00 Special Effects	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Fire Code Permit Required
\$31.00 Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Fire Code Permit Required
\$6.00/per LPG Gas Appliance	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Fire Code Permit Required

If fire code permit required, please provide description (e.g. 5 votives/table, 30 tables total)

	(For FD Use)	Permit # FR
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ELECTRICAL NEEDS:

<input type="checkbox"/> Generator(s): *FSO may be required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Trailerable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Cable(s):	<input type="checkbox"/> Truck Mounted	<input type="checkbox"/> Portable	
<input type="checkbox"/> Bridges	<input type="checkbox"/> Ramped	<input type="checkbox"/> Taped	
<input type="checkbox"/> Alterations to Electrical Panel:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

TENT(s) WITH PLANS DISPLAYING:

<input type="checkbox"/> Dimensions	<input type="checkbox"/> Exits (Contrasting Color)	<input type="checkbox"/> No Smoking	<input type="checkbox"/> Propane
<input type="checkbox"/> Heaters	<input type="checkbox"/> Cooking	<input type="checkbox"/> Exit Signs	<input type="checkbox"/> Extinguishers

EXITS COMPROMISED:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Minimum 12 ft. fire lane must be maintained at all times

I hereby acknowledge receipt of Fire Prevention Bureau Form #10 in connection with this public assembly event and will obtain and complete all required permits. I also acknowledge that this application must be submitted **7 to 10 days prior to the event. This form must be submitted along with a layout of the event.** You may bring the required items to BHFD Headquarters, fax to (310)278-8561, or email to firepermits@beverlyhills.org.

_____ Name of Applicant	_____ Signature of Applicant
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